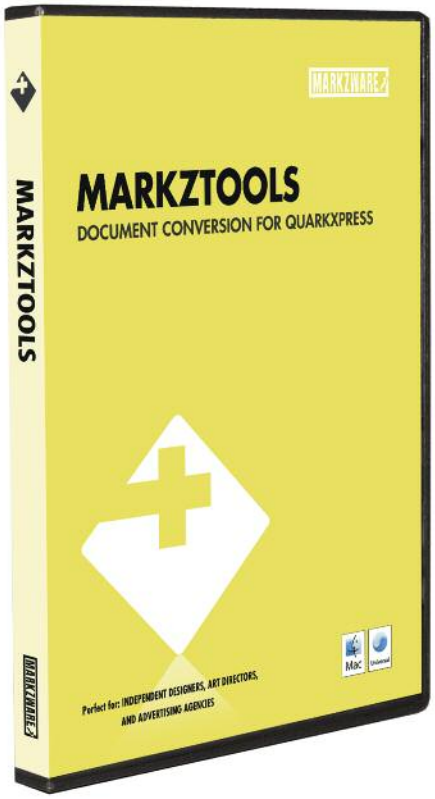
MARKZWARE®

MarkzTools™



Mac

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MARKZTOOLS

MarkzTools is a QuarkXPress XTension which allows you to verify and maintain file integrity when Saving documents, downsave to lower versions as well as salvage corrupted documents or extract text from them.

SYSTEM REQUIREMENTS

- G5 or Intel Macintosh
- Mac OS X Version 10.4 or higher
- A valid licensed copy of QuarkXPress 8 for Macintosh
- 1GB RAM
- 1GB hard drive

TECHNICAL SUPPORT

For software assistance please contact our Technical Support Staff:

Markzware USA Support
949 756 5008
http://support.markzware.com

Markzware Europe Support
+ 31 70 307 2977
http://support.markzware.com

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For information on other Markzware Products, please contact a Markzware Sales Representative:

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sales@markzware.com

Markzware Europe/International
+ 31 70 307 2977
sales@markzware.nl

Or visit us on line at http://www.markzware.com

INSTALLING MARKZTOOLS

1. Quit QuarkXPress if it is currently running.

2. Drag and drop the MarkzTools folder to a desired location on your hard drive. (e.g. Desktop) Next, copy the MarkzTools XT into your QuarkXPress XTension folder.

3. To obtain the latest version and news about MarkzTools, please visit: http://www.markzware.com/markztools/

ACTIVATION

Upon initially launching QuarkXPress, you will be asked to enter your MarkzTools activation code. You can find this number on the inside of the MarkzTools package or in the confirmation e-mail you received from your online retailer. (Note: The activation code may be referred to as an "Unlock Code" by other Software vendors.) If you are upgrading from a previous version you will first need to ensure the original MarkzTools XT is currently installed or, have the serial number and activation code for your previous version handy as you will need them to complete the upgrade install.

Once the activation code has been entered in the box provided, click the "Activate" button to complete the installation of your MarkzTools XT.

ABOUT MARKZTOOLS

Would you wait until your house burns down BEFORE you purchase fire insurance? Of course not! By then it will be much too late.

MarkzTools is an extremely valuable utility that serves not only as "document insurance" but can often salvage corrupted document files. You can use MarkzTools to verify the integrity of your document before the precious original master file is over-written, thus preventing an unwanted disaster.

The simplest form of "document insurance" is of course making backup copies of your work. Then if something goes wrong you can always revert to the previous version. We therefore strongly suggest you utilize a couple of vital QuarkXPress features:

Select the QuarkXPress Preferences menu item and then "Applicaton->Open and Save":

1) **Auto Save:** You should activate this feature so that your document is routinely Saved while you are working. Losing work during a power outage can be quite upsetting.

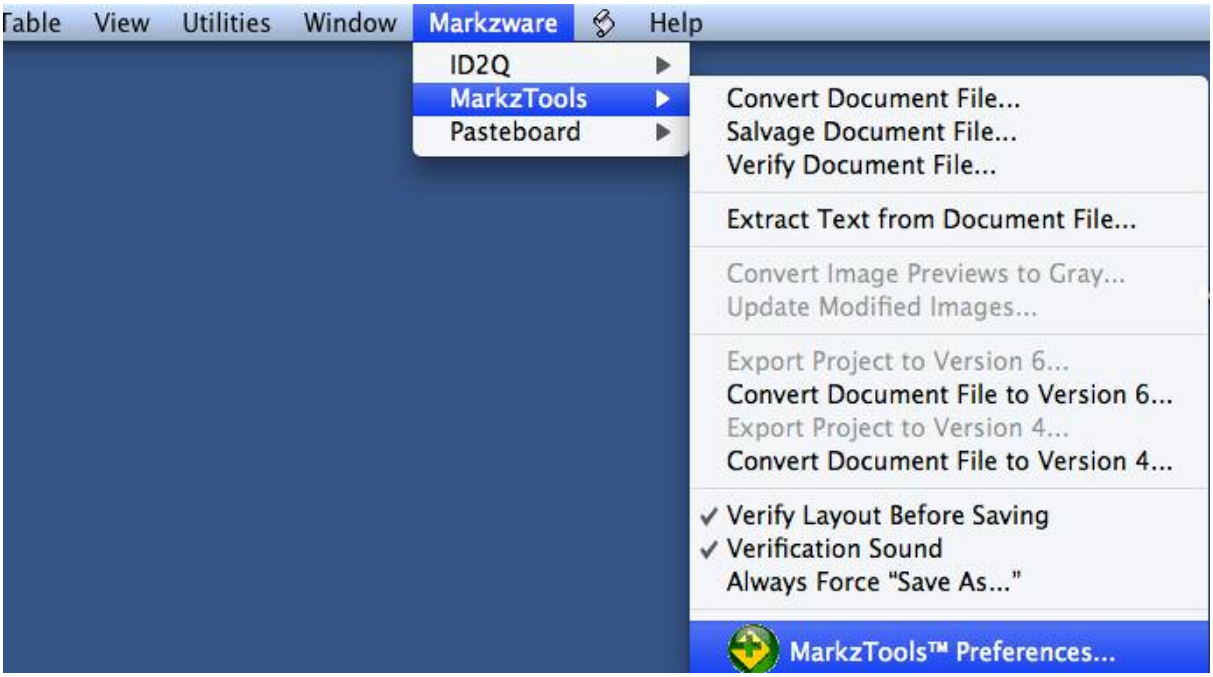
2) **Auto Backup:** You should likewise activate this feature so that you can keep additional backup copies of your work. If a document file happens to become corrupted then you can revert to one of your previously saved versions.

If a document becomes corrupted there are several MarkzTools functions you can employ. First, try using the "**Convert**" or "**Salvage**" functions (the "Salvage" function bypasses complex data like polygon runarounds, groups, or other objects that could be causing the trouble.) If these functions do not work at first, try setting the Conversion Options to "**Plain Text**" or "**Gray Preview**" because often the problem can be due to corrupted text attributes, style sheets or picture previews. If a document is physically damaged and is either incomplete or the page layout information cannot possibly be recovered, you still might be able to scavenge most of the text stories by using the "**Extract Text**" feature (which is of course "better-than-nothing.")

When all else fails, please feel free to contact Markzware Technical support. We may ask you to send us your bad file so we can examine it in order to determine which parts, if any, can be salvaged.

MARKZTOOLS MENU

Select the Markzware Menu located in the Main Menu bar of QuarkXPress, then select the "**MarkzTools™**" Menu item.



MARKZTOOLS PREFERENCES

The **MarkzTools Preferences** allow you to setup your MarkzTools as desired:

Verify Layout Before Saving

Select the checkbox to instruct MarkzTools to verify the integrity of the current Layout of your Document Project just prior to it being Saved. If a problem is discovered then your original document file on disk will not be updated, thus serving as a type of "document insurance." Note that you can turn this function on or off by selecting it directly from the MarkzTools menu.

When the Verification process begins, MarkzTools will always first Save your Layout to a temporary file in which case MarkzTools can then Verify the temporary file and, if successful, replace your important original file with this new one, which is to say allow the original file to become over-written. For example, if document data had somehow become scrambled in memory and was saved to disk you'd end up, of course, with a bad document. By Verifying the data before updating your master file, MarkzTools can therefore prevent unwanted disasters

Important Note - The temporary file's name will use the document's name plus "_q1" tagged on at the end. The temporary files that MarkzTools creates are not meant to be available to the user. These files are strictly for the "behind-the-scenes" use of MarkzTools and will be deleted after a successful Verification. However, if a problem is discovered during the Document Save process, the valid temporary file will be automatically opened for you. Additionally, as a special feature, you can hold down the control key while Saving your document to instruct MarkzTools to not delete the temporary file, in which case you can manually locate and open the temp file from the designated folder. See also "Verify Document File" in a later section of this manual.

Project Folder

Select the checkbox to instruct MarkzTools to create the temporary file in the same folder as the source document.

Other Folder

Select the "**Other Folder**" checkbox and click the "**Browse...**" button to choose a different location for the temporary file.

Verification Sounds

Select the checkbox if you want a special sound to be heard upon Verification.

Always Force "Save As..."

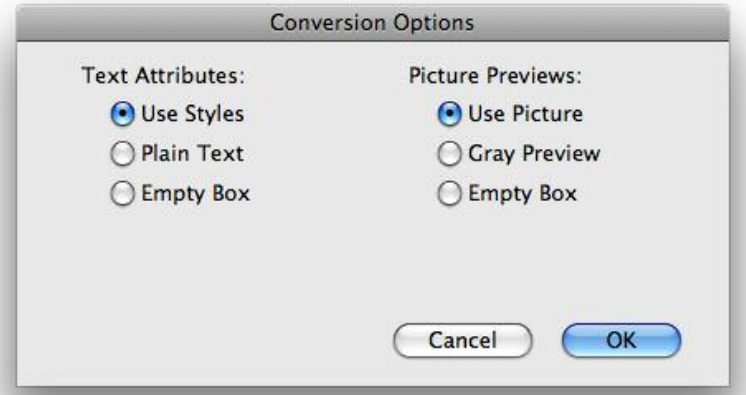
Select the checkbox to instruct QuarkXPress to always put up a Save As window whenever you Save your document. This allows you to create a brand new, fresh file by giving your document a new name. Note that performing a Save As from time-to-time can often compact or optimize a document file.

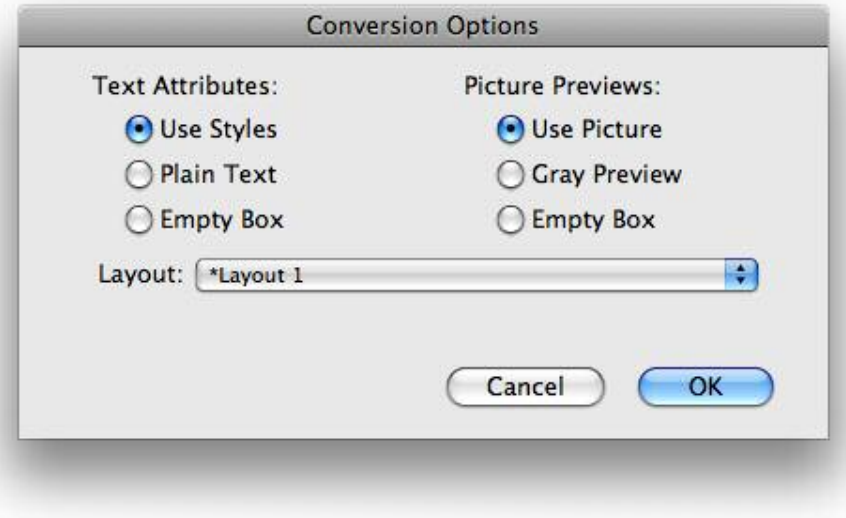
CONVERT DOCUMENT FILE

Select the "**Convert Document File**" menu item from the MarkzTools menu and an Open dialog will be presented allowing you to choose the desired file you wish to convert.

Conversion Options

Before the conversion process begins you will be offered a "**Conversion Options**" window which gives you various choices you can use for converting the document:





Depending on whether the document you convert has Layouts, you will see one of the previous dialog windows

Text Attributes

Use Styles: Use this option to convert all text stories by retaining their original Character and Paragraph style attributes.

Plain Text: Use this option to convert all text stories using plain text. This method is the advised choice when trying to resurrect a bad document which may have corrupted style attributes.

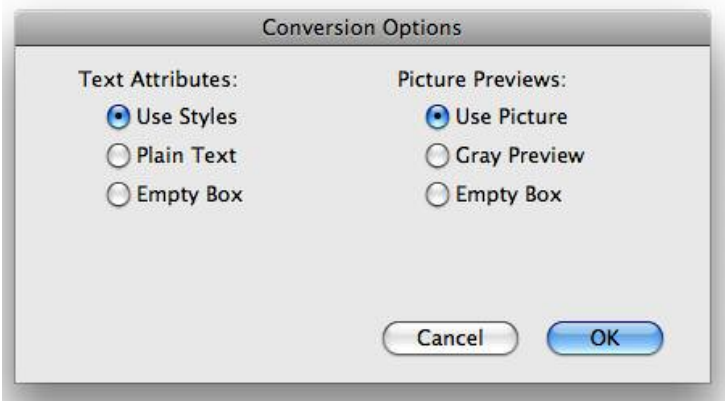
Empty Box: Use this option to convert the document using empty text boxes. This method, of course, results in a handy "template."

Picture Previews

Use Picture: Use this option to convert the picture previews in color as contained within the image or embedded in the document file.

Gray Preview: Use this option to convert all picture previews to simple Gray. All links to the actual image files will be retained, thus allowing you to later ask QuarkXPress to update all picture previews to their original full color at any time in the future. It is always recommended you try this option when salvaging a bad document.

Empty Box: Use this option to convert the document using empty picture boxes.



Layout

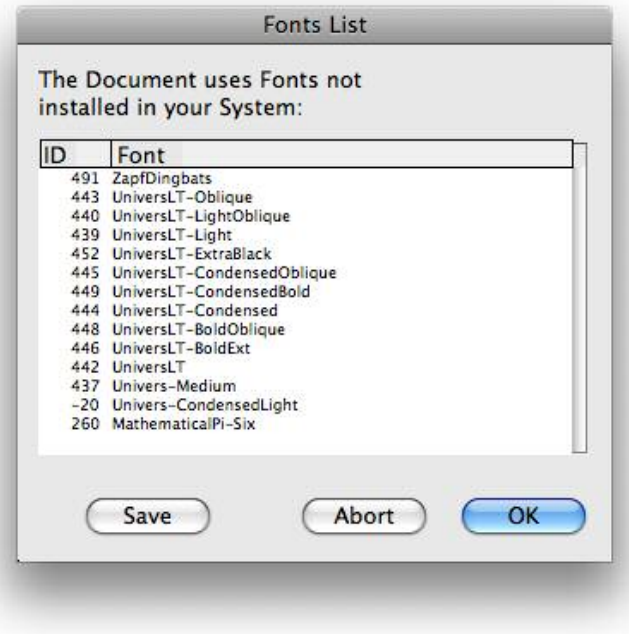
Use the Layout menu to select the Layout you wish to convert. An asterisk (*) will indicate the document's Default Layout. Choose "**All Layouts**" to either merge All Layouts into a single Project or to activate and select "**Create Separate Projects.**"When the conversion begins a progress window will appear showing you the percentage of the conversion process.

Type command-period to abort the conversion process at any time.

Note that a Conversion does not mean the document will be "opened" just as QuarkXPress would open a document. Instead, it means a new document will be created with all new objects placed on the pages. It is possible some small amount of detail will be lost, but box positions, text attributes and image links will be exactly converted.

Fonts List

If during the initial conversion process it is determined the document is using fonts not currently installed in your System you will be alerted with a Fonts List:



At this time you can elect to Save the list to a text file. The Fonts List can then be used to know which Fonts to eventually locate and activate. Click the "**Abort**" button to prevent the conversion from continuing.

SALVAGE DOCUMENT FILE

Select the "**Salvage Document File**" menu item to instruct MarkzTools to attempt to recover a corrupted document. Use this method if "Convert Document" is not successful. The Salvage function will bypass specific complex elements in the document which individually could be corrupted. For example, sometimes an object might have Runaround data which has become scrambled in which case the Salvage routine will set the Runaround to None, thus bypassing the corruption and allowing the remainder of the document to be safely recovered.

You can think of a document file as being like a "train" where all the box cars are connected. Should one of the "connections" become broken then the document cannot be opened by QuarkXPress. In this case MarkzTools can be employed to try and locate the break point, which is much like chasing someone who crosses a river and you have to figure out where they ended up on the other side, and then MarkzTools should be able to successfully recover the remainder of the document.

Sometimes a document file has become so physically damaged that it might be very difficult to recover. A file might be physically incomplete and therefore absolutely impossible to salvage. In this case MarkzTools will attempt to recover whatever portion of the document it can. In extreme cases where the document cannot be salvaged at all, your only hope will be to at least extract the text stories (as explained in the Extract Text From Document File section)

VERIFY DOCUMENT FILE

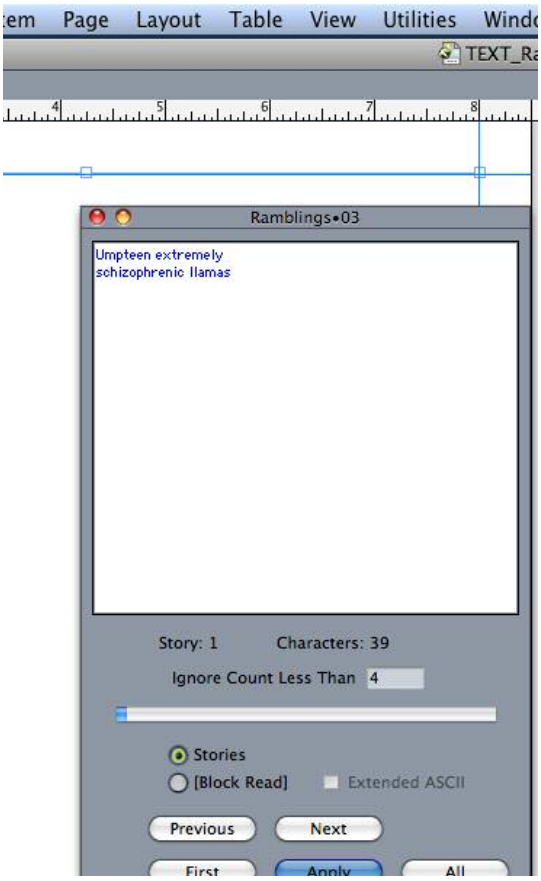
Select the "**Verify Document File**" menu item to check an existing file on disk.

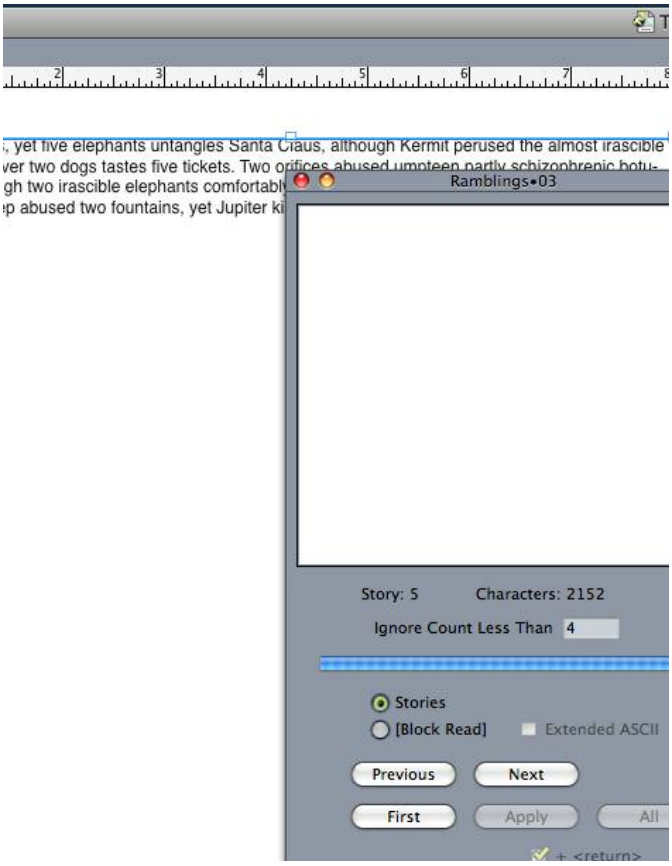
It is important to understand that "Verify" does not mean the document file is 100% clean and perfect, nor does it mean that QuarkXPress will be able to open the document tomorrow. Instead, it means that MarkzTools has determined that there is a high probability that it will be able to successfully recover the document. All basic objects have been checked as well as intricate attributes and no serious flaws have been discovered.

EXTRACT TEXT FROM DOCUMENT FILE

Select the "**Extract Text from Document File**" menu item and an Open dialog will be presented allowing you to choose the desired file from which you would like to scan, find and extract text. Normally this function is performed on corrupted document files that cannot be salvaged, in which case you at least might still be able to locate and pull out most text stories.

Upon selecting a file you will be presented with the Scavenge Text floating palette. For convenience a New Document window will be created for you and setup with an Automatic Text Box and Auto Page Insertion set to End of Story. This is so you can easily extract text and insert it into the text box of the new document.





Enter a value into the "**Ignore Count Less Than**" box to inform MarkzTools when you want to skip finding small words (such as Page Numbers.)

Click the "**Next**" button to locate the next story.

Click the "**Previous**" button to go back to a prior story.

Click the "**First**" button to start the scan from the beginning of the file.

Stories: Select "**Stories**" to instruct MarkzTools to locate a text story. You should try using this method first.

[Block Read]: Select "**[Block Read]**" in order to locate raw ASCII data by going through each physical Block of the file. ***Use this as a last resort to locate text as it will often pick up garbage data that you will need to manually edit out.***

Apply: When you have located a story you can select an insertion point in the current text box and then click the "Apply" button to insert the text (as shown in the above diagram.)

All: Click the "All" button to locate and Apply all text stories found.

You can type command-period to abort a long search or text extraction process.

CONVERT IMAGE PREVIEWS TO GRAY

Select the "**Convert Image Previews to Gray**" menu item in order set all picture box previews to a simple Gray. This will make each preview size quite small, as opposed to the larger colored sizes, and can drastically reduce the file size of the document when saved to disk and therefore can serve as a convenient and efficient backup, or for sending small e-mail files.

UPDATE MODIFIED IMAGES

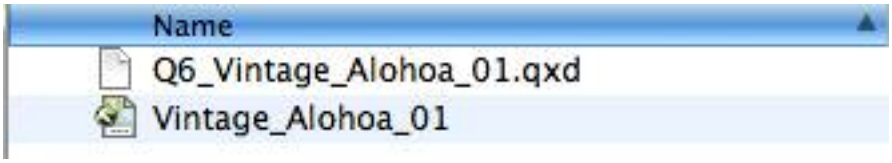
Select the "**Update Modified Images**" menu item in order set all Gray picture box previews back to color (provided of course their image files exist on disk.) Or you can also use the QuarkXPress "Picture Usage" feature to update all Gray pictures to their original colors. You could also set the QuarkXPress Auto Import Picture preference to "On" so that the picture previews will become automatically updated whenever you open the document in the future.

EXPORT PROJECT TO VERSION 6

Select the "**Export Project to Version 6...**" menu item and a Save dialog will be presented allowing you to select the desired destination for your new Version 6 document. The resulting file(s) will be named starting with "Q6_." Needless to say, when converting down to a lower version many higher version features will not be converted. However, MarkzTools will attempt to convert some features such as changing an object's shade to simulate opacity or by creating an additional shaded box offset to simulate a Drop Shadow or by converting a Table so that the cells become individual boxes, and so forth.

CONVERT DOCUMENT FILE TO VERSION 6

Select the "**Convert Document File to Version 6...**" menu item and an Open dialog will be presented allowing you to choose the desired file(s) you wish to downsave to Version 6. The resulting file(s) will be named starting with "Q6_."



EXPORT PROJECT TO VERSION 4

Select the "**Export Project to Version 4…**" menu item and a Save dialog will be presented allowing you to select the desired destination for your new Version 4 document. The resulting file(s) will be named starting with "Q4_." Needless to say, when converting down to a lower version many higher version features will not be converted. However, MarkzTools will attempt to convert some features such as changing an object's shade to simulate opacity or by creating an additional shaded box offset to simulate a Drop Shadow or by converting a Table so that the cells become individual boxes, and so forth.

CONVERT DOCUMENT FILE TO VERSION 4

Select the "**Convert Document File to Version 4…**" menu item and an Open dialog will be presented allowing you to choose the desired file(s) you wish to downsave to Version 4. The resulting file(s) will be named starting with "Q4_."